

Part 1: You must first scan and upload answer sheets

1) Log onto the computer in the science office
(Make sure the Epson printer is already turned on)

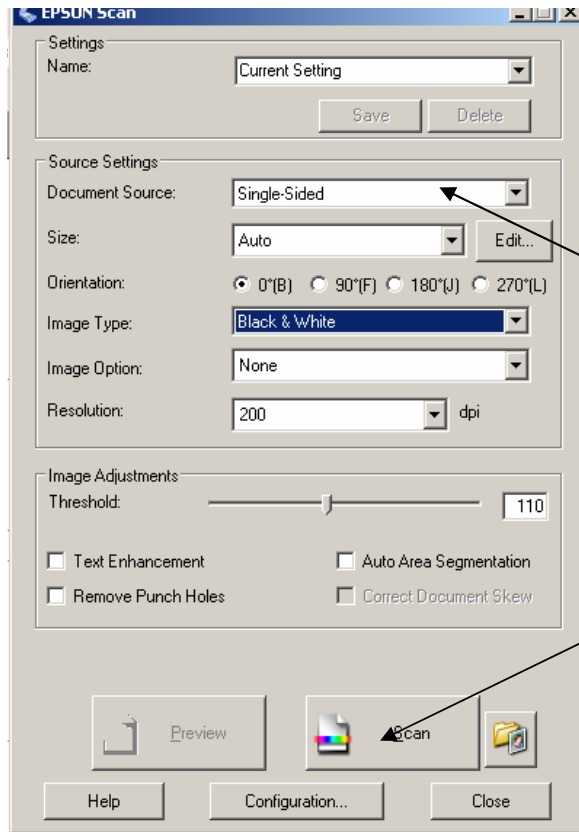
2) Click Epson Scanner on the desktop



3) Place answer sheet face down (you should see no printing)

4) Click document source drop down and change to single sided

5) Click Scan



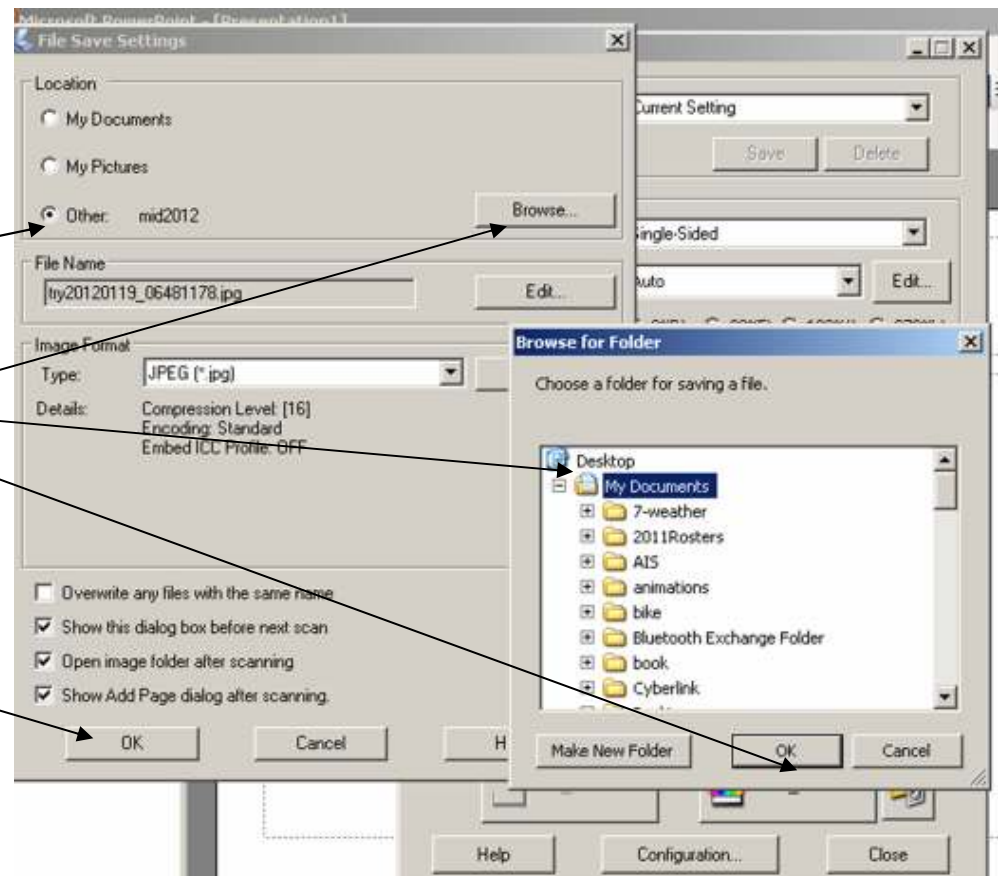
6) Click other

7) Browse to my documents and make a folder, click ok
(I called mine midterm2012)

8) Click ok

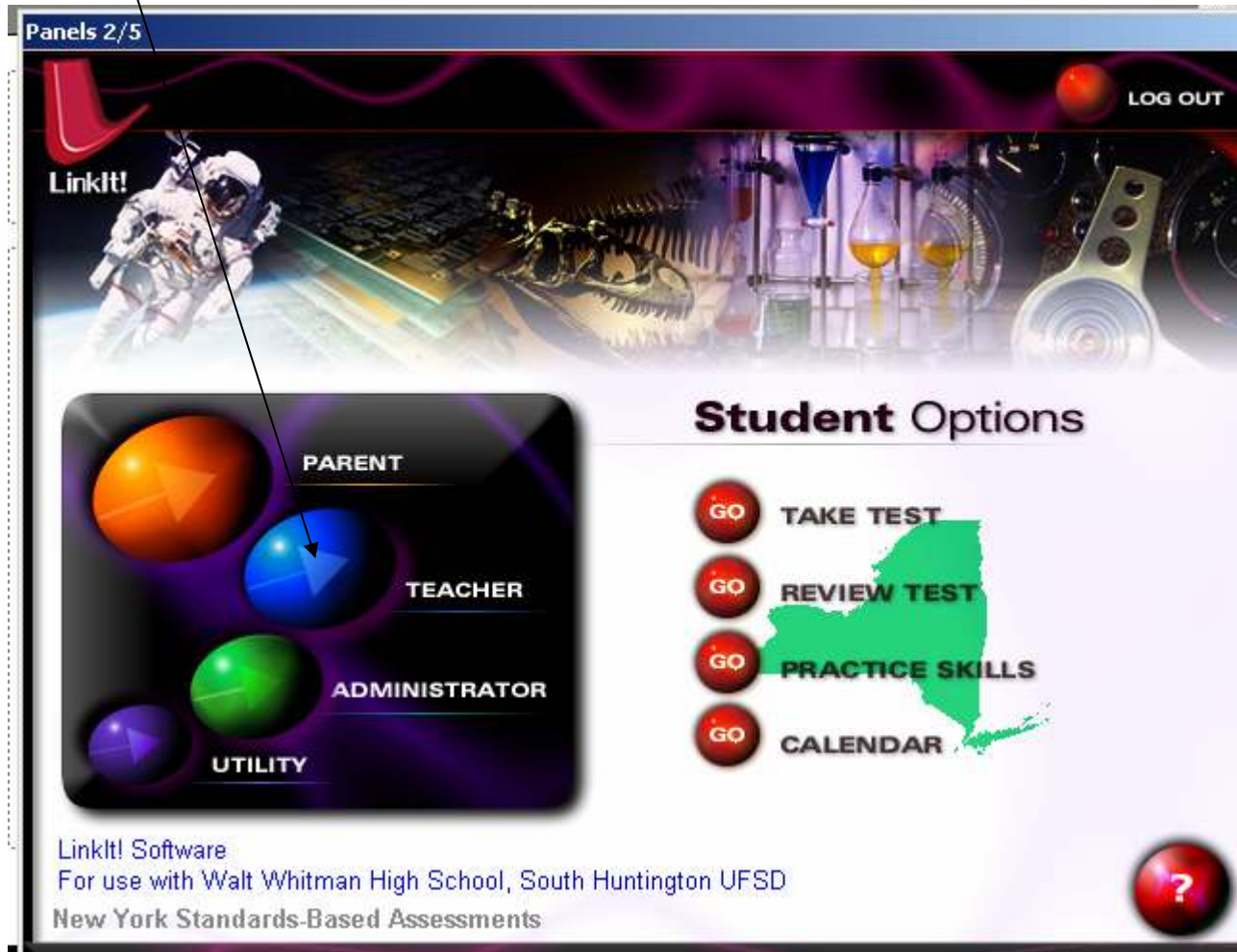
9) As answer sheets exit scanner
it's important to keep them in order

10) When all sheets are scanned, exit Epson Scan



Logging in

1 – Click Teacher



Logging in

2 – Select Teacher

3 – Password: huntington

(You grade one teacher at a time)

(You must re-select teacher after you have completed a teachers entire roster)



The image shows a 'Teacher Log In' window with a blue title bar. The window has a decorative background with a red key icon on the left and a blue key icon on the right. The main area contains a 'NAME' label above a text box with 'Adam.Dimina' and a dropdown arrow. Below this is a 'PASSWORD' label above an empty text box. In the top right corner, there is a red 'CANCEL' button and a green 'NEW' button. In the bottom right corner, there is a large blue 'GO' button. The background of the window features a faint image of a key and a blue wavy pattern.

Teacher Log In

CANCEL

NEW

NAME

Adam.Dimina

PASSWORD

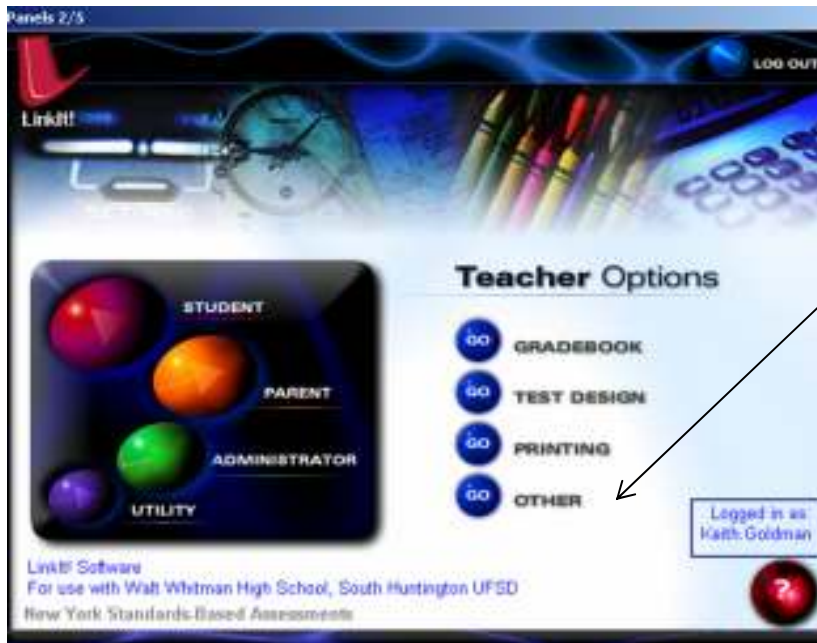
GO

Part 2: Actual Grading

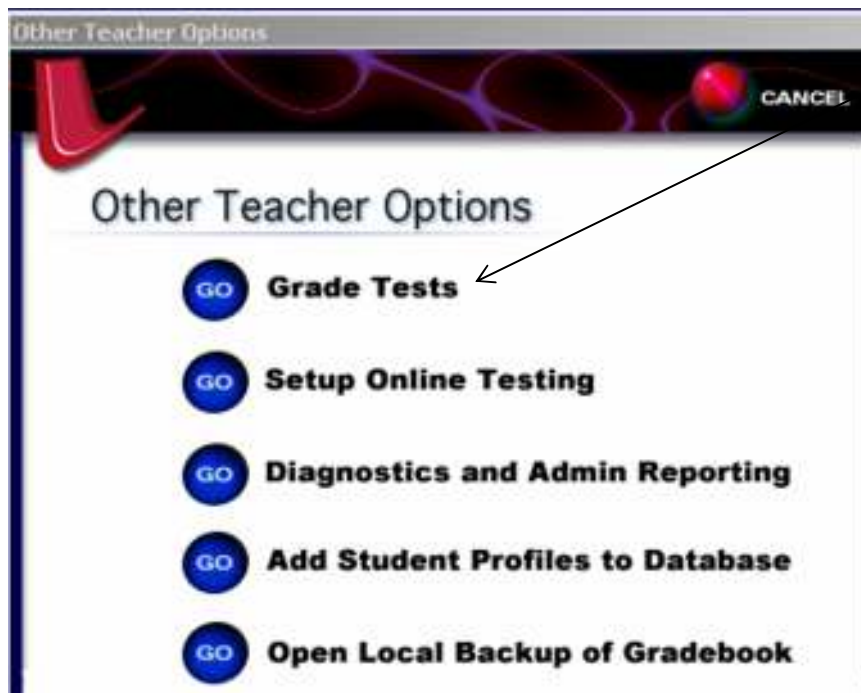
1) Click link it icon on desktop



2) Click Other



3) Then grade Test



Test Grader

Automatic Entry

Acquire student responses from...

☒ Bubble Sheets ☐ Manual Entry

☐ Clickers ☐ Drop Folder

☒ Populate Fields ☒ Show Image

☒ Prompt to Submit ☒ Upload Images


Manual Entry


School
Walt Whitman High School

Teacher
Keith.Goldman

Term
2011-2012

Class
Esl Earth Sci Lab

Student 
Alvarez, Carlos

Test  ☐ Display Test and Rubrics

☐ Audio Confirmation

For use with Walt Whitman High School, South Huntington UFSD

Image:

Student Answers	Answer Key

4a) Click Green Box



4b) Select your info

5) Then click GO

Test Chooser

CANCEL

Grade	Subject	Bank	Test
K	Economics	Glensville	G9-12-Earth Science Mid
1	Fine Arts	Shared at District	G9-12-Honors Biology Mid
2	French	Shared at District	
3	History	Shared at School	
4	Language Arts		
5	Latin		
6	Math		
7	Physical Education		
8	Science		
9	Spanish		
10			
11			
12			
9-12			

For: Keith Goldman
New York

GO ?

6) Select the class you are grading

7) Click START

The screenshot shows the 'Test Grader' application window. On the left, the 'Automatic Entry' section has radio buttons for 'Bubble Sheets' (selected), 'Manual Entry', 'Clickers', and 'Drop Folder'. Below these are buttons for 'Start', 'Continue', and 'More Options'. Further down are four checked checkboxes: 'Populate Fields', 'Show Image', 'Prompt to Submit', and 'Upload Images'. The 'Manual Entry' section follows, with text boxes for 'School' (Walt Whitman High School), 'Teacher' (Keith Goldman), 'Term' (2011-2012), 'Class' (Esl Earth Sci Lab), and 'Student' (Alvarez, Carlos). There is also a 'Test' section with an eye icon and a checkbox for 'Display Test and Rubrics'. At the bottom left are checkboxes for 'Audio Confirmation' and 'Submit' (highlighted in yellow), along with 'Log' and 'Images' buttons. A red question mark icon is located near the bottom right. On the right side of the window are two large vertical panels labeled 'Student Answers' and 'Answer Key'. The window title bar says 'Test Grader' and the footer text reads 'For use with Walt Whitman High School, South Huntington UFSD'.

8) Click Folder of JPEGs

9) Use the file explorer to find the folder you saved the scans in

Test Grader

Automatic Entry

Acquire student responses from...

☒ Bubble Sheets ☐ Manual Entry

☐ Clickers ☐ Drop Folder

Start Continue More Options

☒ Populate Fields ☒ Show Image

☒ Prompt to Submit ☒ Upload Images

Manual Entry

School

Teacher

Keith Goldman

Term

2011-2012

Class

Es1 Earth Sci Lab

Student

Alvarez, Carlos

Test

☒ Display Test and Rubrics

G9-12-Earth Science Midterm Jan-12

☐ Audio Confirmation

Submit Log Images

Grade a folder of JPEG files or a single PDF file?

Folder of JPEG's Single PDF Cancel

Image:

Student Answers	Answer Key
1, U	1, 1
2, U	2, 4
3, U	3, 1
4, U	4, 2
5, U	5, 4
6, U	6, 1
7, U	7, 1
8, U	8, 3
9, U	9, 4
10, U	10, 2
11, U	11, 2
12, U	12, 1

For use with Walt Whitman High School, South Huntington UFSD

10) If the scan has no "X'ed out answers on it click Submit

11) If the scan DOES have 'X'ed out answers click Stop

Test Grader

.07482370.jpg

Walt Whitman High School

1, 101402261,

Midterm Jan-12

51 ① ② ③ ④ 76 ① ② ③

52 ① ② ③ ④ 77 ① ② ③

53 ① ② ③ ④ 78 ① ② ③

54 ① ② ③ ④ 79 ① ② ③

55 ① ② ③ ④ 80 ① ② ③

56 ① ② ③ ④ 81 ① ② ③

57 ① ② ③ ④ 82 ① ② ③

58 ① ② ③ ④ 83 ① ② ③

59 ① ② ③ ④ 84 ① ② ③

60 ① ② ③ ④ 85 ① ② ③

61 ① ② ③ ④ 86 ① ② ③

62 ① ② ③ ④ 87 ① ② ③

63 ① ② ③ ④ 88 ① ② ③

64 ① ② ③ ④ 89 ① ② ③

65 ① ② ③ ④ 90 ① ② ③

Automatic Entry

Acquire student responses from...

☒ Bubble Sheets ☐ Manual Entry

☐ Clickers ☐ Drop Folder

Start Continue More Options

☒ Populate Fields ☒ Show Image

☒ Prompt to Submit ☒ Upload Images

Image: goldmanper220120119_07482370.jpg 69%

Student Answers	Answer Key
1,1	1,1
2,4	2,4
3,1	3,1
4,2	4,2
5,4	5,4
6,1	6,1
7,1	7,1
8,3	8,3
9,4	9,4
10,2	10,2
11,2	11,2
12,2	12,1

Submit this score for Connolly, Lauren with a date of 01-12-2012

Submit Stop Change Skip

Keith Goldman

Term

2011-2012

Class

21,4	21,3
22,4	22,4
23,3	23,3
24,4	24,4
25,3	25,3
26,2	26,2
27,4	27,4

IF YOU SELECTED "STOP" because the scan had an 'X'ed answer. If not proceed to Step 14

12) You must check every "X'ed answer to be sure the computer scored it correctly.

13) If its incorrectly scored click on the question and using the keyboard input the students selected response in this example on Q57 the student 'X'ed out choice 1 and selected choice 4. The computer read the students answer as choice 1 (the student correctly 'X'ed that choice out), therefore I clicked on Q57 and changed choice 1 to choice 4

The image shows a 'Test Grader' software interface. On the left is a scan of a student's bubble sheet for Lauren K Connolly. Question 57 is circled in red. On the right is the 'Automatic Entry' data entry screen. A red arrow points from the circled question 57 on the bubble sheet to a red question mark icon in the 'Test' section of the data entry screen. The data entry screen includes fields for School, Teacher, Term, Class, Student, and Test, along with a table of Student Answers and Answer Keys.

Automatic Entry

Acquire student responses from...

- ☒ Bubble Sheets
- ☐ Manual Entry
- ☐ Clickers
- ☐ Drop Folder

☒ Populate Fields ☒ Show Image

☒ Prompt to Submit ☒ Upload Images

Manual Entry

School: Walt Whitman High School

Teacher: Keith Goldman

Term: 2011-2012

Class: Regents Earth Sci

Student: Connolly, Lauren

Test: G9-12-Earth Science Midterm Jan-12

☐ Display Test and Rubrics

☐ Audio Confirmation

Student Answers

Student Answers	Answer Key
21,3	21,3
22,3	22,4
23,3	23,3
24,4	24,4
25,3	25,3
26,2	26,2
27,4	27,4
28,1	28,1
29,1	29,1
30,4	30,4
31,3	31,3
32,2	32,2
33,3	33,3
34,2	34,2
35,3	35,3
36,1	36,1
37,1	37,1
38,4	38,4
39,1	39,1
40,3	40,3
41,1	41,1
42,4	42,4
43,3	43,3
44,1	44,1
45,2	45,2
46,1	46,1
47,4	47,4
48,4	48,4
49,3	49,3
50,1	50,1
51,3	51,3
52,4	52,4
53,4	53,4
54,2	54,2
55,1	55,1
56,3	56,3
57,4	57,4
58,1	58,1
59,4	59,4
60,1	60,1
61,1	61,1

14) RECORD THE STUDENTS GRADE ON THEIR ANSWER SHEET (this is just a precaution)

15) Click continue

16) Repeat Steps 10 to 15 until all answer sheets have been graded

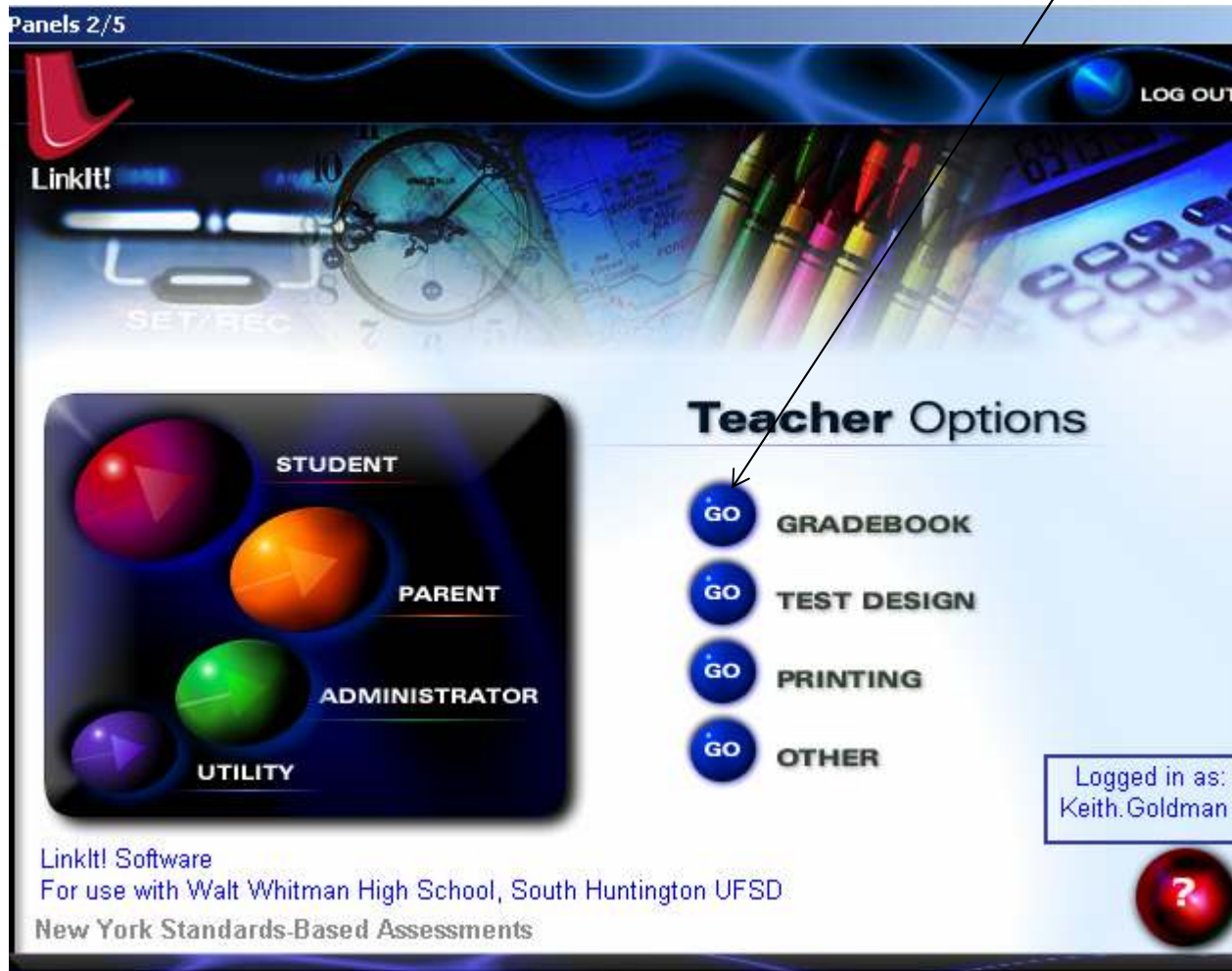
The screenshot displays the 'Test Grader' software interface. On the left, a student's answer sheet is shown with a header containing the student's name 'Maurice K Connolly, 101402261' and the test title '12-Earth Science Midterm Jan-12'. Below the header is a barcode and a grid of bubbles for answers. On the right, the 'Test Grader' window is open, showing the 'Automatic Entry' section. It includes options for 'Acquire student responses from...' (Bubble Sheets, Manual Entry, Clickers, Drop Folder) and checkboxes for 'Populate Fields', 'Show Image', 'Prompt to Submit', and 'Upload Images'. The 'Continue' button is highlighted. Below this, the 'Manual Entry' section shows fields for 'School' (Walt Whitman High School), 'Teacher' (Keith Goldman), 'Term' (2011-2012), and 'Class'. On the far right, a table displays 'Student Answers' and 'Answer Key' for questions 21 through 47. A red circle highlights the '69%' score at the top right of the table.

Student Answers	Answer Key
21,3	21,3
22,4	22,4
23,3	23,3
24,4	24,4
25,3	25,3
26,2	26,2
27,4	27,4
28,1	28,1
29,1	29,1
30,4	30,4
31,3	31,3
32,2	32,2
33,3	33,3
34,2	34,2
35,3	35,3
36,1	36,1
37,1	37,1
38,4	38,4
39,1	39,1
40,3	40,3
41,1	41,1
42,4	42,4
43,3	43,3
44,1	44,1
45,2	45,2
46,1	46,1
47,4	47,4

17) Click Submit, Then OK

Now that all answer sheets have been graded close out of this window

18) To get grades select Gradebook



19) Select Open



20) Sort the file by the selected test.

	Last	First	Middle	Code	Average	G9-12-SIBS - Internalizing	G9-12-SRSS - Externalizing	G9-12-Earth Science Midterm Jan-12	
1	Q	T	I	127000	100			100	
2	R			101403	82			82	
3	S	w		101403	82			82	
4	C			900059	80			80	
5	F			101403	80			80	
6	B	y	J	101402	78			78	
7	T	s		101403	76			76	
8	G	a	A	101402	75			75	
9	R	w	W	101403	73			73	
10	C			107000	72			72	
11	D			101402	72			72	
12	F			100201	71			71	
13	O	r		117000	61			61	
14	C	ne	L	101401	60			60	
15	P	N		127000	35	10		60	
16	C	s	S	101403	55			55	
17	S			101301	50			50	
18	R			101401	49			49	
19	G	h		117000	42			42	
20	C			700000	38	52		23	
21	M	y		107000	14	29		0	
22	G			100302	0			0	
23	A	ly	M	100201	38	38			
24	S	m		107000	36	29	43		



Student Name:

James R Carmichael, 101402062,

Exam:

09-12-Earth Science Midterm Jan-12



1 ● ② ③ ④	26 ① ● ③ ④	51 ① ② ● ④	76 ① ② ●
2 ① ② ③ ●	27 ① ② ③ ●	52 ① ② ③ ●	77 ① ② ●
3 ● ② ③ ④	28 ● ② ③ ④	53 ① ② ③ ●	78 ① ② ③
4 ① ● ③ ④	29 ● ② ③ ④	54 ① ● ③ ④	79 ① ② ●
5 ① ② ③ ●	30 ① ● ③ ④	55 ① ② ③ ●	80 ① ② ③
6 ● ② ③ ④	31 ① ② ● ④	56 ① ② ● ④	81 ① ② ●
7 ● ② ③ ④	32 ① ● ④	57 ① ② ③ ●	82 ① ② ③
8 ① ② ● ④	33 ① ② ● ④	58 ● ② ③ ④	83 ① ● ③
9 ① ② ③ ●	34 ● ② ③ ④	59 ① ② ③ ●	84 ① ② ③
10 ① ● ③ ④	35 ① ② ● ④	60 ● ② ③ ④	85 ① ② ●
11 ① ● ③ ④	36 ● ② ③ ④	61 ● ② ③ ④	86 ● ② ③
12 ① ● ③ ④	37 ● ② ③ ④	62 ● ② ③ ④	87 ① ② ●
13 ① ② ● ④	38 ① ② ③ ●	63 ● ② ③ ④	88 ● ② ③
14 ● ② ③ ④	39 ● ② ③ ④	64 ① ② ③ ●	89 ① ② ●
15 ① ● ③ ④	40 ① ● ③ ④	65 ① ● ③ ④	90 ① ● ③
16 ① ② ● ④	41 ① ② ● ④	66 ① ● ③ ④	91 ① ② ③
17 ● ② ③ ④	42 ① ② ③ ●	67 ① ② ③ ●	92 ① ② ●
18 ① ● ③ ④	43 ① ② ● ④	68 ① ● ③ ④	93 ① ● ③

Test Grader

Select a file to continue with

Look in: moccia

done

moccia20120119_09264883

moccia20120119_09265087

moccia20120119_09265184

moccia20120119_09265392

moccia20120119_09265491

moccia20120119_09265700

moccia20120119_09265798

moccia20120119_09270003

moccia20120119_09270103

moccia20120119_09270208

moccia20120119_09270653

moccia20120119_09270759

moccia20120119_09270862

moccia20120119_09270972

moccia20120119_09271081

moccia20120119_09271181

moccia20120119_09271278

moccia20120119_09271706

moccia20120119_09272030

moccia20120119_09272137

moccia20120119_09272237

moccia20120119_09272342

moccia20120119_09272448

moccia20120119_09272544

moccia20120119_09272645

moccia20120119_09272748

moccia20120119_09272845

moccia20120119_09273142

File name:

Files of type: All Files (*.*)

Open

Cancel

Term

2011-2012

Class

Regents Earth Sci

Student

Carmichael, James

79,3	79,3
80,4	80,4
81,3	81,3
82,4	82,4
83,2	83,2
84,4	84,4
85,3	85,3
86,1	86,1
87,4	87,4
88,1	88,1